

# Retention and Classification Report

**Agency:** Department of Corrections. Adult Probation and Parole. Region  
4. Administration and Provo Office (404)  
150 East Center, Suite 100  
PO Box 239  
Provo, UT 84603  
374-7633

**Records Officer** Gina Proctor

13376 Fillmore office offender criminal histories  
09884 Provo offender criminal histories  
11524 Richfield office offender criminal histories

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4.  
Administration and Provo Office

**SERIES:** 13376

3

**TITLE:** Fillmore office offender criminal histories

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname  
**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain 10 years after jurisdiction is terminated.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

**AUTHORIZED:** 03/21/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4.  
Administration and Provo Office

**SERIES:** 13376

**TITLE:** Fillmore office offender criminal histories

(continued)

and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY CLASSIFICATION:**

|        |   |
|--------|---|
| Public | Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013 |
|--------|---|

**SECONDARY CLASSIFICATION(S):**

|             |   |
|-------------|---|
| Private.    | Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014 |
| Controlled. | Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008                                    |
| Protected.  | Names of informants on incident reports. Utah Code 63G-2-305(10) 2014   |

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4.  
Administration and Provo Office

**SERIES:** 9884

3

**TITLE:** Provo offender criminal histories

**DATES:** 1955-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname  
**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain 10 years after jurisdiction is terminated.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

**AUTHORIZED:** 03/21/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4.  
Administration and Provo Office

**SERIES:** 9884

**TITLE:** Provo offender criminal histories

(continued)

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

**PRIMARY CLASSIFICATION:**

|        |   |
|--------|---|
| Public | Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013 |
|--------|---|

**SECONDARY CLASSIFICATION(S):**

|             |   |
|-------------|---|
| Private.    | Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014 |
| Controlled. | Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008                                    |
| Protected.  | Names of informants on incident reports. Utah Code 63G-2-305(10) 2014   |

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4.  
Administration and Provo Office

**SERIES:** 11524

3

**TITLE:** Richfield office offender criminal histories

**DATES:** 1974-

**ARRANGEMENT:** Chronological, thereunder alphabetical by offender's surname  
**DESCRIPTION:**

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

**RETENTION:**

Retain 10 years after jurisdiction is terminated.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

**AUTHORIZED:** 03/21/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates

**AGENCY:** Department of Corrections. Adult Probation and Parole. Region 4.  
Administration and Provo Office

**SERIES:** 11524

**TITLE:** Richfield office offender criminal histories

(continued)

and then transfer to State Records Center. Retain in State  
Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction  
terminates and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the  
agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3  
years (felony).

**PRIMARY CLASSIFICATION:**

|        |   |
|--------|---|
| Public | Name of individual, status (whether on probation or parole),<br>crimes committed, whether or not individual is an inmate, and<br>name of probation officer. Utah Code 63G-2-201(2) 2013 |
|--------|---|

**SECONDARY CLASSIFICATION(S):**

|             |  |
|-------------|--|
| Private.    | Social security number, home address, home phone number,<br>certain medical data. Utah Code 63G-2-302(2)(d) 2014 |
| Controlled. | Psychological data, specified medical data. Utah Code<br>63G-2-304(1)(b) 2008                                    |
| Protected.  | Name of informants on incident reports. Utah Code<br>63G-2-305(10) 2014  |

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.